


Maryland Judiciary Job Specification

	Official Title	Division Chief
	Job Code	4140
	Business Title	Division Chief
	FLSA Status	Exempt

POSITION SUMMARY

This at-will position consists of managerial work directing the operations of a major division, such as Criminal/Traffic or Civil, of the District Court. Employees in this classification serve as the court expert on procedural questions for their assigned division. Work involves assigning, directing and evaluating the work of supervisory, clerical and process service employees engaged in the delivery of direct services to the public. Work is accomplished through subordinate supervisors who oversee sections or units performing specialized functions.

Employees in this classification receive managerial supervision from the Administrative Clerk for the assigned District Court.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

- Plans, assigns, directs, coordinates and evaluates the work of subordinate supervisors and staff.
- Coordinates the work of the division with other divisions in the assigned court and with other entities in the criminal justice system.
- Hires, trains, schedules, counsels, disciplines and evaluates subordinate staff.
- Recommends modifications to procedures and systems to improve processing time, accuracy and efficiency.
- Serves as the court expert on procedural questions providing interpretation and guidance to employees, law enforcement personnel, attorneys and the public, particularly on difficult or unusual cases.
- Establishes and maintains information management systems.
- Retrieves information and prepares a variety of management reports.

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- Assesses problems, issues and conflicts together with subordinate supervisors and, depending on the complexity and scale of the situation, either resolves or recommends solution.
- Prepares correspondence on a variety of court-related matters.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- A Bachelor's Degree from an accredited college or university.
- Seven (7) years of work experience, preferably in court operations, or in the fields of criminal justice, parole and probation, legal or financial services to include four (4) years in a trial or appellate court of the United States in which three (3) years consisted of supervising court staff.

Note:

Additional court work experience, as defined above, may be substituted on a year for year basis for up to four (4) years of the required education.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of Maryland District Court policies, procedures, laws and forms involving criminal, traffic, civil and accounting operations of the court.
- Knowledge of Maryland's Judicial System.
- Knowledge of Judiciary Human Resources policies and procedures.

Skill and Abilities:

- Ability to assign, organize, coordinate and evaluate the work of a large staff performing diverse functions.
- Ability to adapt rapidly to a changing office environment and to reallocate staff and resources to meet work requirements.
- Ability to develop or revise procedures and practices.

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- Ability to resolve complex procedural problems whether systematic or due to unusual or unprecedented situations.
- Ability to deal tactfully and impartially with attorneys and the public, often under stressful circumstances.
- Ability to communicate effectively with peers, subordinates, supervisors and the public.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally. The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	August 2018
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